



PATRICIA S. PLOEHN, LCSW
Director

**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

Board of Supervisors

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

November 30, 2010

#18 NOVEMBER 30, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES: REQUEST APPROVAL TO EXTEND
THE PARKING ATTENDANT SERVICES, PROPOSITION A CONTRACT
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

This is to request your Board's approval of Amendment Number Two to extend the Parking Attendant Services contract with 3MM, Inc., dba Arrow Parking US, for six (6) months effective January 1, 2011 through June 30, 2011, at a cost of \$51,218.29. It is also requested that your Board delegate authority to the Director of Department of Children and Family Services (DCFS), or designee, to extend the contract for an additional six (6) months on an automatic month-to-month basis, if such time is necessary from July 1, 2011 through December 31, 2011 upon approval by California Department Social Services (CDSS). The purpose of the request is to allow time to complete build-out improvements and relocate employees from the current DCFS office on Wilshire Boulevard to a new DCFS office located on South Broadway in Los Angeles.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve Amendment Number Two and delegate authority to the Director of DCFS, or designee, to execute Amendment Number Two (Attachment I) to extend the Parking Attendant Services, Proposition A, contract (Contract) with 3MM, Inc., dba Arrow Parking US (Contractor), for six (6) months effective January 1, 2011 through June 30, 2011, provided that: a) sufficient funding is available; and b) the Director of DCFS notifies your Board and the Chief Executive Office (CEO) in writing within ten (10) working days of execution of such contracts. The cost of services for each month ranges from \$8,389 to \$8,684, contingent upon the actual working days in a given month, and is based on associated costs and a Living Wage rate of \$11.84 per hour without health care benefits. If all six (6) months are utilized, the total cost will be \$51,218.29 financed using 36% (\$18,438.58)

federal revenue, 33% (\$16,902.04) State revenue, and 31% (\$15,877.67) net County cost (NCC), and is included in the Department's Fiscal Year (FY) 2010-2011 Adopted Budget.

2. Delegate authority to the Director of DCFS, or designee, to further extend the contract for an additional six (6) months on an automatic month-to-month basis, if such time is necessary from July 1, 2011 through December 31, 2011, provided that: a) CDSS approval is received; b) sufficient funding is available; c) prior County Counsel approval is obtained; and d) the Director of DCFS notifies your Board and the CEO in writing within ten (10) working days of execution of such contracts. The cost of services for each month ranges from \$8,389 to \$8,684, contingent upon the actual working days in a given month, and is based on associated costs and a Living Wage rate of \$11.84 per hour without health care benefits. If all six (6) months are utilized, the total cost will be \$51,070.92 financed using 36% (\$18,385.53) federal revenue, 33% (\$16,853.40) State revenue, and 31% (\$15,831.99) NCC, and will be in the Department's FY 2011-2012 Budget Request.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommendation is to ensure uninterrupted parking attendant services from January 1, 2011 through December 31, 2011. Parking attendant services are provided to manage employee and visitor parking at 3075 Wilshire Boulevard, Los Angeles, CA 90020, a current County-leased office structure. The building lease expired on July 19, 2009; and the County is currently operating on a month-to-month holdover basis until the new offices are ready.

On May 17, 2010 the CDSS approved a six (6) month extension to the parking attendant services contract from January 1, 2011 through June 30, 2011 based upon estimated action dates for moving to the new office location.

On May 18, 2010, your Board approved a 15-year lease with L.A. Mart Properties, LLC, (Landlord) for the DCFS to occupy 142,360 rentable square feet of office space and 645 parking spaces at 1933 South Broadway in Los Angeles.

Based on specific action dates provided by DCFS Property Management working in collaboration with CEO Real Estate, Amendment Number Two is necessary to allow time for improvements at the new facility such as office space build out, installation of telephone, data, low voltage system and furniture and to relocate employees from the DCFS offices at 3075 Wilshire Boulevard, Los Angeles, CA 90020, to the new offices at 1933 South Broadway. The completion of the build out of the new offices is expected to occur at the end of FY 2010-2011. DCFS Property Management anticipates relocating staff from 3075 Wilshire Boulevard, into the new offices during the first half of FY 2011-2012.

If Amendment Number Two is not approved, parking attendant services for DCFS employees and visitors will lapse at the 3075 Wilshire Boulevard building.

DCFS has determined that this is a Proposition A Contract and complies with the Living Wage rate that was approved by your Board Policy on February 6, 2007.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal

#1, Operational Effectiveness. This Contract will maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING

The monthly cost for services ranges from \$8,389 to \$8,684, contingent upon the actual working days in a given month, and is based on associated costs and a Living Wage rate of \$11.84 per hour without health care benefits. The total cost for the six (6) month period from January 1, 2011 through June 30, 2011 will be \$51,218.29 financed using 36% (\$18,438.58) federal revenue, 33% (\$16,902.04) State revenue, and 31% (\$15,877.67) NCC, and is included in the Department's FY 2010-2011 Adopted Budget.

The total cost for the six (6) month period from July 1, 2011 through December 31, 2011, if all six (6) months are utilized, will be \$51,070.92 financed using 36% (\$18,385.53) federal revenue, 33% (\$16,853.40) State revenue, and 31% (\$15,831.99) NCC, and will be in the Department's FY 2011-2012 Budget Request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On July 7, 2009, your Board approved the Contract for the period from August 1, 2009 through June 30, 2010, with an option to extend the Contract on an automatic, month-to-month basis for up to six (6) months, by Board-delegated authority. On June 28, 2010, the Director of DCFS exercised the option to extend the Contract on an automatic, month-to-month basis for up to six (6) months, through December 2010.

Amendment Number Two will allow DCFS to ensure uninterrupted parking attendant services from January 1, 2011 through December 31, 2011, or the date when the build-out improvements and the relocation of employees to the new DCFS offices at 1933 South Broadway in Los Angeles are completed, whichever is sooner.

Parking attendant services are provided from Monday through Friday, except on County's recognized holidays, to direct traffic in a County leased parking structure, located at 3075 Wilshire Boulevard, Los Angeles, CA 90020. This ten-level parking structure includes 270 spaces, used by approximately 800 County employees. The building lease expired on July 19, 2009 and the County is leasing this building and its parking structure on a month-to-month holdover basis. These parking attendant services are necessary for controlling, directing, and monitoring all ingress/egress traffic, redirecting vehicles to the alternative parking structure when lot becomes full, and for moving vehicles parked in tandem parking spaces.

The Contract is a Prop A contract and is guided by the Living Wage provisions. DCFS is in compliance with Board's Policy and Guidelines on Living Wage Ordinances, adopted new Living Wage Rates policy of February 6, 2007, and the CEO guidance memo of March 18, 2008.

County Counsel and the CEO have reviewed the Board letter. County Counsel has approved Amendment Number Two as to form.

CONTRACTING PROCESS

No additional contracting process is required for the extension of the Contract as specified in Amendment Number Two. The Contract, which was negotiated in 2009, was below the \$100,000 threshold specified in section 23-650.13; however, the term of the Contract was within the limits of section 23-621.12, of CDSS regulations.

The Contract is a fixed fee contract at the rate of \$6,989 per month plus the monthly Living Wage and other associated cost ranging from \$1,400 to \$1,695 per month, dependent on the number of working days/hours in the month.

DCFS negotiated the extension specified in Amendment Number Two in accordance with CDSS regulation 23.650.1.18, which allows County to negotiate contracts without formal advertising when other situations, where unique circumstances necessitate procurement by negotiation.

Amendment Number Two also complies with CDSS regulation 23.604.42, which requires that any amendment negotiated without competitive bidding be negotiated based on amounts reasonable and necessary as documented in writing and maintained in County records.

Although the rates were not based on competitive bidding, the Contractor has extended parking attendant service rates from a 2005 contract with the County, plus LWO wage adjustments.

The award of this Contract is in full compliance with all Federal, State, and County regulations. All requirements of Los Angeles County Code Section 2.121.380 have been met.

DCFS has evaluated and determined that the Contractor fully complies with the requirements of the Living Wage Program (County Code Chapter 2.201), and pays a living wage to its full-time employees who will be providing services to the County under this Contract.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of Amendment Number Two will enable the Contractor to continue to provide the parking attendant services to DCFS' employees at the County leased building without interruption. The parking attendant services is necessary for controlling, directing and monitoring all ingress/egress traffic, redirecting vehicles to the alternative parking structure when the lot becomes full, and for moving vehicles parked in tandem parking spaces.

CONCLUSION

Upon approval by the Board and execution of Amendment Number Two, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of this Board letter and attachment to:

1. Department of Children and Family Services
Contracts Administration Division
Attention: Kimberly A. Foster, Senior Manager
425 Shatto Place, Room 400
Los Angeles, CA 90020

2. 3 MM, Inc. dba Arrow Parking. US
Attention: Mehran (Ron) Movahed, President
256 S. Robertson Blvd.
Beverly Hills, CA 90211

Respectfully submitted,

A handwritten signature in black ink, reading "Patricia Ploehn". The signature is written in a cursive, flowing style.

PATRICIA S. PLOEHN, LCSW
Director

PATRICIA S. PLOEHN,
LCSW
Director

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors



AMENDMENT NUMBER TWO

TO

**PARKING ATTENDANT SERVICES
CONTRACT**

WITH

3MM, INC., DBA ARROW PARKING. US

**AMENDMENT NUMBER TWO
TO PARKING ATTENDANT SERVICES CONTRACT
WITH 3MM, INC., DBA ARROW PARKING. US**

This Amendment Number Two to Parking Attendant Services ("CONTRACT") between the County of Los Angeles ("COUNTY") and 3MM, Inc., dba Arrow Parking. US ("CONTRACTOR") is made and entered into this 30th day of November, 2010.

WHEREAS, COUNTY and CONTRACTOR are parties to CONTRACT, and CONTRACTOR has been providing Parking Attendant Services to COUNTY; and

WHEREAS, uninterrupted parking attendant services is necessary to allow time for build out improvements and to allow DCFS to relocate employees who work at 3075 Wilshire Blvd., Los Angeles, CA 90020 to the new location; and

WHEREAS, the California Department Social Services (CDSS) has approved the Department's request to extend the CONTRACT for six (6) months, from January 1, 2011 through June 30, 2011; and

WHEREAS, this Amendment is made pursuant to the provisions set forth in Part II, Standard Terms and Conditions, Section 7.0, CHANGES AND AMENDMENTS; and

NOW, THEREFORE, in consideration of the foregoing and mutual consent herein contained, COUNTY and CONTRACTOR hereby agree to amend Contract as follows:

1. Add to Section **2.0, TERM**, Subsection 2.2.1 and Subsection 2.2.2, as follows:
 - 2.2.1 The term of this Contract shall be extended for six (6) months beginning January 1, 2011 through June 30, 2011, unless terminated earlier or extended, in whole or in part, as provided in this Contract.
 - 2.2.2 Upon approval by California Department of Social Services (CDSS), the term of this Contract shall be further extended on an automatic, month-to-month basis, up to six (6) months, beginning July 1, 2011 through December 31, 2011, unless terminated earlier or extended, in whole or in part, as provided in this Contract.
2. Delete Subsection 3.1 of Section **3.0, CONTRACT SUM**, and replace it with the following revised Subsection 3.1:
 - 3.1 The Maximum Contract Sum for this Contract is One Hundred Ninety Five Thousand, Nine Hundred and Seven Dollars (\$195,907) for the period from August 1, 2009 through June 30, 2011.
3. Delete, Subsection 5.5 of Section **5.0, INVOICES AND PAYMENTS**, and replace it with the following revised Subsection 5.5:

**AMENDMENT NUMBER TWO
TO PARKING ATTENDANT SERVICES CONTRACT
WITH 3MM, INC., DBA ARROW PARKING. US**

- 5.5 CONTRACTOR shall submit the original monthly invoice to the DCFS Accounting Division and one copy to the COUNTY Program Manager for review and approval, as follows:

County of Los Angeles
Department of Children and Family Services
Attention: Accounting Division, Contract Accounting Section
425 Shatto Place, Room 204
Los Angeles, CA 90020

and a duplicate copy of the invoices to:

County of Los Angeles,
Department of Children and Family Services
Attention: **Phillipa Matthews-Davis, Program Manager**
725 S. Grand Ave.
Glendora California 91740

4. Delete in its entirety, Section **11.0, COUNTY RECOGNIZED HOLIDAYS**, of Exhibit A, Statement of Work, and replace it with the following revised Section **11.0, COUNTY RECOGNIZED HOLIDAYS**:

11.0 COUNTY RECOGNIZED HOLIDAYS

The Contractor is not required to provide service on the following County-recognized holidays:

- New Year's Day (December 31, 2010)
- Martin Luther King's Birthday (Third Monday in January)
- Presidents Day (Third Monday in February)
- Memorial Day, (Last Monday in May)
- Independence Day (July 4, 2011)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving (Friday after Thanksgiving)
- Christmas Day (December 26, 2011)

5. Add to Exhibit A, Statement of Work, Exhibit A-2b, Pricing Schedule, for the period from January 1, 2011 through June 30, 2011, attached hereto.


ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT

**AMENDMENT NUMBER TWO
TO PARKING ATTENDANT SERVICES CONTRACT
WITH 3MM, INC., DBA ARROW PARKING. US**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Two to be subscribed on its behalf by the Director of the Department of Children and Family Services. CONTRACTOR has caused this Amendment Number Two to be subscribed on its behalf by its duly authorized officers as of the day, month and year first above written. The persons signing on behalf of CONTRACTOR warrant under penalty of perjury that they are authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

By:


Patricia S. Ploehn, LCSW, Director
Department of Children and Family
Services

3MM, Inc., dba Arrow Parking. US

By 

Name Ron Morante

Title President

By _____

Name _____

Title _____

Tax ID _____

APPROVED AS TO FORM:
BY THE OFFICE OF COUNTY COUNSEL
Andrea Sheridan Ordin
County Counsel


BY  9-28-10
Kathy Bramwell
Principal Deputy County Counsel

EXHIBIT A-2b**3 MM, INC. DBA ARROW PARKING. US
PARKING ATTENDANT SERVICES
PRICING SCHEDULE**

PERIOD	NO. OF WORKING DAYS (EXCLUDING HOLIDAYS)	NO. OF WORKING HRS PER EMPLOYEE (BASED ON 8 HRS PER DAY)	NO. OF WORKING HRS FOR 3 EMPLOYEES	THE INCREASE OF LIVING WAGE RATE (\$2.38 PER HOUR)	ASSOCIATE COST OF LW INCREASED (.29/DOLLAR)	TOTAL COST (INCLUDING THE MONTHLY RATE OF \$6,989)
Jan 11	20	160	480	\$1,142.40	331.30	8,462.70
Feb 11	19	152	456	\$1,085.28	314.73	8,389.01
Mar 11	23	184	552	\$1,313.762	380.99	8,683.75
Apr 11	21	168	504	\$1,199.52	347.86	8,536.38
May 11	21	168	504	\$1,199.52	347.86	8,536.38
Jun 11	22	176	528	\$1,256.64	364.43	8,610.07
TOTAL	126	1008	3024	\$7,197.12	\$2,087.16	\$51,218.29

By: Ron Menard Title: President
Print name

[Signature]
Signature

Date: 10-1-10